



RULES OF ORDER

5/5 DATA PROCESSING PRIORITY COMMITTEE



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Rules 1 through 12 adopted March 28, 1974.

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ELECTRONIC DATA PROCESSING PRIORITY COMMITTEE

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- Rule 1. Powers and Duties. Powers and duties of the Electronic Data Processing Priority Committee (hereafter the EDPPC) are set out in Sections 3.015 through 3.019 San Francisco Administrative Code (Ord. Nos. 262-72, and 103-73).
- Rule 2. Membership and Chairman. The CIAC shall be composed of the Chief Administrative Officer, who shall serve as Chairman, the Controller, the Assessor, the General Manager of Public Utilities, the Administrative Assistant to the Mayor, the Director of Systems & Data Processing, the Budget Analyst, and four persons from the private business sector employed by companies willing to donate their services. The qualifications of the persons appointed from the private sector are set forth in Section 3.016, San Francisco Administrative Code.
- A member may designate an alternate to serve in event of his absence.
- Rule 3. Adoption of Rules of Order. The Rules of Order shall be adopted by Motion carried by an affirmative recorded vote of a majority of the members of the EDPPC.
- Rule 4. Suspension of Rules. Except this Rule and such other of these Rules of Order as are restatements of the provisions of the Charter, ordinances, resolutions or other applicable law, any of these Rules of Order may be suspended by the affirmative vote of a majority of all members of the EDPPC.

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- Rule 5. Amendment of Rules. Any proposed amendment to the Rules of Order may, after two weeks notice to all members of the EDPPC, be adopted by the affirmative vote of a majority of all members of the EDPPC.
- Rule 6. Parliamentary Authority. On any question or point of order not contained in these Rules of Order, the EDPPC shall be governed in its parliamentary actions by Roberts Rules of Order Revised.
- Rule 7. Voting Requirements and Procedures. No member shall be permitted to vote upon a question unless he is present or before the vote is announced. A member may, at any time explain his vote, or file in writing an explanation of such vote after the result of the voting has been announced and recorded.
- Rule 8. Meetings. The EDPPC will hold its meetings at the call of the Chairman, in the Chief Administrative Officer's Office, unless that office is unavailable or another location would be more appropriate to the EDPPC's agenda. The usual meeting time is 10:30 a.m. on the fourth Thursday of each month.
- Rule 9. Meeting Notification. Notification of meetings shall be in writing and delivered personally or by mail to each EDPPC member. In addition, local newspapers of general circulation, radios and television stations shall be similarly notified, providing they have

previously requested such notification by letter. All notices shall be delivered at least 24 hours in advance of the meeting. Notices will specify both the time of meeting and its purpose.

Rule 10. Attendance at Meetings. Unless excused, all members of the Committee shall be in attendance or represented by an alternate at the hour appointed for each EDPPC meeting.

Rule 11. Quorum. A quorum for the transaction of official business shall consist of a majority of all members of the EDPPC. In the absence of a quorum, no official action shall be taken by the members present except to order a call of the Committee, to recess or to adjourn.

Rule 12. Privilege of the Floor. The privilege of the floor shall be granted to all EDPPC members and, in the discretion of the Chairman, may be granted to any person present at a meeting.

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